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21 OCT 1960

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION : Special Assistant to the DD/S

SUBJECT : Inspector General's Report on the
CIA Training Program

REFERENCE : Memo to DD/S components from DD/S dtd 5 Oct 1960

1. The report provides an excellent resume of the magnitude and importance of the current and future training programs of the Agency. The cost figures reflected throughout the report have been checked by this Office and are substantially correct. However, they do not include certain indirect costs, and therefore the computed total cost of [] is somewhat conservative.

2. Some of the recommendations of the report have implications of increased costs and therefore possible budget increases. The principle recommendations in this category are: that DD/P should provide training to more of their on duty personnel than they have in the past; that there should be an increase in language training; that there should be a mid-career training program; and that there should be a senior career training program. If these proposals are carried out extensively it appears to this Office that there would result either a decrease in productive time of employees or an increase in personnel in order to preclude such a decrease. Also tutorial and other training costs could increase depending upon the degree of increased participation in training. The amount of increased costs is not predictable without more specific information than is now provided. However, it will be noted that a substantial increase has been included in the 1962 budget to take care of increased JOT training.

3. Our reaction to the specific recommendations of interest to all offices, included in your memorandum of 5 October 1960 are as follows:

(Page 24) A periodic review of problems involving clerical staff would be advisable. It is suggested, however, that the recommendation be enlarged, in addition to problems of clerical usage, to include all elements such as recruitment, testing, standards, and job requirements.

(Page 40) In reading the portion of the report pertaining to this recommendation, we obtain the impression that the Inspector General is more concerned with the development

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of more effective policies on enrollment than on curriculum. We believe that this can best be attained by a well developed selling program at the various conferences and meetings held throughout the year, of the importance and advantages of training. We believe this could be best accomplished by the Office of Training.

(Page 52) We concur with the recommendation that more practical reserve training could be handled by the Office of Training for reservists on the basis that present training is not effective and more effective training could be developed.

(Page 92) We interpret the term junior professional officer to mean officers brought into the Agency at grade 7. If this is the correct interpretation we generally agree with the recommendation that all junior professional officers should enter the Agency through the JOT program. We use the term generally because we believe there will be instances where for emergency or other reasons it will be necessary to recruit at the 7 level without following the JOTP recruitment, training and promotional procedures.

At the present time the Office of the Comptroller is usually able to recruit personnel at lower levels than GS-7 who have the basic professional academic background that will permit them to rise to the professional officer positions. We believe these recruits should receive training comparable in part to that received by JOTs when they enter the Agency and as they progress to junior officer positions they should receive the same training as would be recommended for a JOT entering the Comptroller's complex.

(Page 92) This Office does not believe that it is practical to utilize outstanding public citizens in the JOTP panel selection process. The requirements of our Agency are unique and it is our opinion that without considerable briefing and study public citizens would not be in a position to adequately contribute to a selection panel.

(Pages 149 and 154) We agree with the recommendations for the establishment of a mid-career training course and a senior officer training program. However, as stated in the first portion of the memorandum, these programs have implications of increased cost and increased budget requirements.

Deputy Comptroller

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